

CSC Adopted: **October 2001** , CSC Revised: _____**Class Title: Administrative Analyst****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, analyzes, develops, and performs complex studies and research projects impacting departmental or citywide policy and strategic planning. Provides analysis sufficient to support long-term planning, problem-solving, and executive action.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Analyzes and reviews long-range program requirements to ensure conformance with City policies, codes, and departmental goals and standards; performs duties assigned by departmental management to assist with strategic planning and employee development.
2	S	Conducts research on existing programs and benchmark analyses using applicable information resources; utilizes resulting data for policy revision and program review.
3	S	Contributes to the development of cost/benefit analyses by gathering data, developing spreadsheets, analyzing the results, and providing a recommendation to a project team based on the goals of the project.
4	S	Conducts market and demographic research and analyses by using the Internet and other information sources to collect and disseminate statistical data related to a specific request; maintains informational databases.
5	S	Assists managers with business planning, attraction, and retention; assists with identifying departmental funding needs and making the appropriate allocations; organizes and structures debt issuance programs with assistance from bond counsel, financial consultants, underwriters, feasibility and arbitrage consultants, and other professionals retained by the City
6	S	Coordinates program plans and activities with City departments, agencies, civic groups, citizens, and other stakeholders.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent; depending on area of assignment, a Master's degree may be preferred.
Experience	Two years experience in policy development, strategic planning, or organizational development.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read and interpret college level materials.
Math	Work requires the ability to perform complex financial analyses and statistical analyses of large amounts of data.
Writing	Work requires the ability to write briefing papers, policy recommendations and other college level materials.
Managerial	Managerial responsibilities include strategic planning, benchmarking, budget preparation and administration; may conduct performance evaluations.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations and may prepare oral presentations regarding research and findings. Working with various state and federal agencies may also be required of the employee.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Copier, fax machine, filing
Sitting	F	Computer, desk work, meetings
Walking	R	Inter-office, to/from office equipment
Lifting	R	Office supplies, files, reports
Carrying	R	Office supplies, files, reports
Pushing/Pulling	N	
Reaching	N	
Handling	R	Office supplies, files, reports
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, writing, reading, use of office equipment
Hearing	C	Telephone, co-workers, supervisor, meetings
Talking	C	Telephone, co-workers, supervisor, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, Telephone, Standard Microsoft Windows and Office software, GIS, Business Analyst, dbase, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)